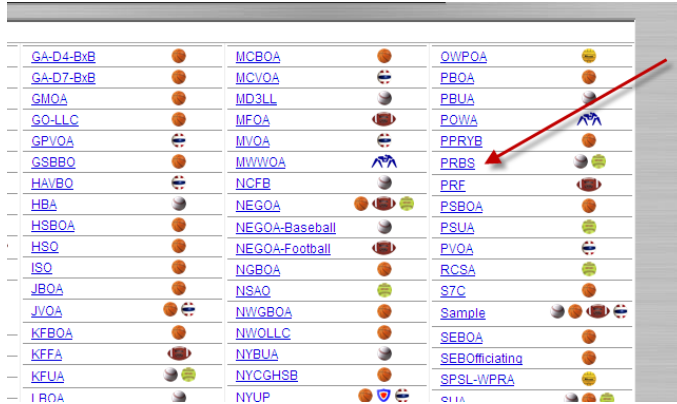


Procedures for Reftown

To register for the site....go to www.reftown.com

Click Register

Click PRBS



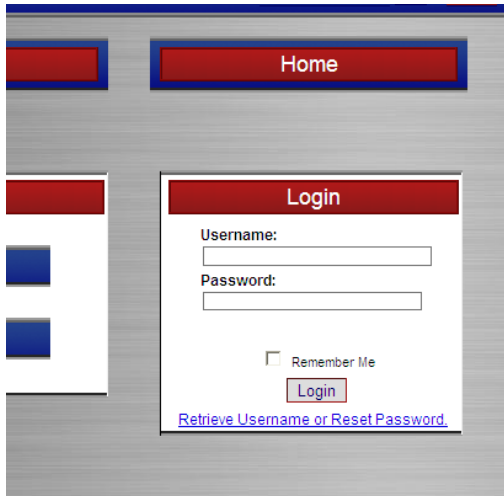
Click on Official and fill out the form.....

A screenshot of a registration form. The form is titled "Registration Form Type: Official". Below the title is a blue button labeled "Directions". A note states "Items marked ** are required." and includes a red bullet point: "If you already have an account with this organization, [login b](#)". Below this is another blue button labeled "Personal Information". Underneath, there are three input fields: "First Name" with the value "emmet", "Last Name" with the value "ashford", and "Nick Name" which is currently empty.

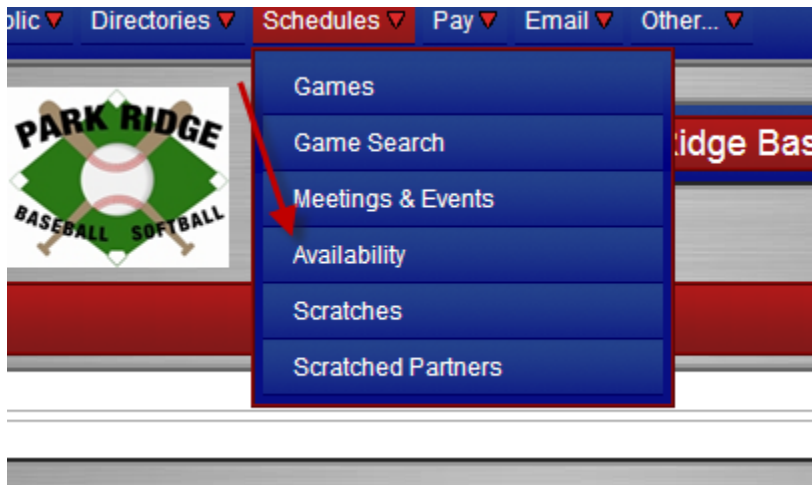
You then will receive an acknowledgement.....Once you are approved, you will get an email with your password (you then change your password after you log in



ENTER YOUR E MAIL ADDRESS AND PASSWORD



TO UPDATE YOUR AVAILABILITY, CLICK SCHEDULES-> AVAILABILITY



Follow the instructions.....If you mark yourself as open, we will assign you if we need an umpire/scorer

During the season, you will get emails stating games are available for self assignment, After you log in, it will look something like this on the left side of the screen....click on the open games link



If any contests are available that the system shows you are qualified to work, the word claim will appear
 You can claim games, up to the limit we state.

Game#	Date/Time	League Level	@ Location Home Visitor	Crew Type Officials	Notes
707	Sat 3/29/2014 8:00 PM	Baseball AA	@: Kalina 15 H: Team 1 V: Team 2	P: Umpire with Score Score: Unassigned : Claim Unassigned	Fee tbd tbd

Follow the prompts when claiming games. 48 hours before the game, you will get a reminder via the method you have chosen in your profile.

If you need to turn back a game, you can do that up to 48 hours before. After that time, you must contact the assignor. If you turn back too many assignments, the system will lock you out for future work.

COMPENSATION:

The system will record the games you work. The games on your profile will be cross referenced with the scoresheet or scorebook. You must sign the sheet or scorebook (travel games).

If you work a game, not on your schedule, you MUST email the assignor to get paid.